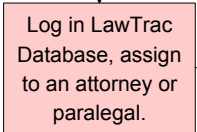


SUSPENSE TRACKING

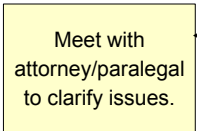
Dryden Flight Research Center
DOP-L-004
Revision: Baseline

Administrative Assistant



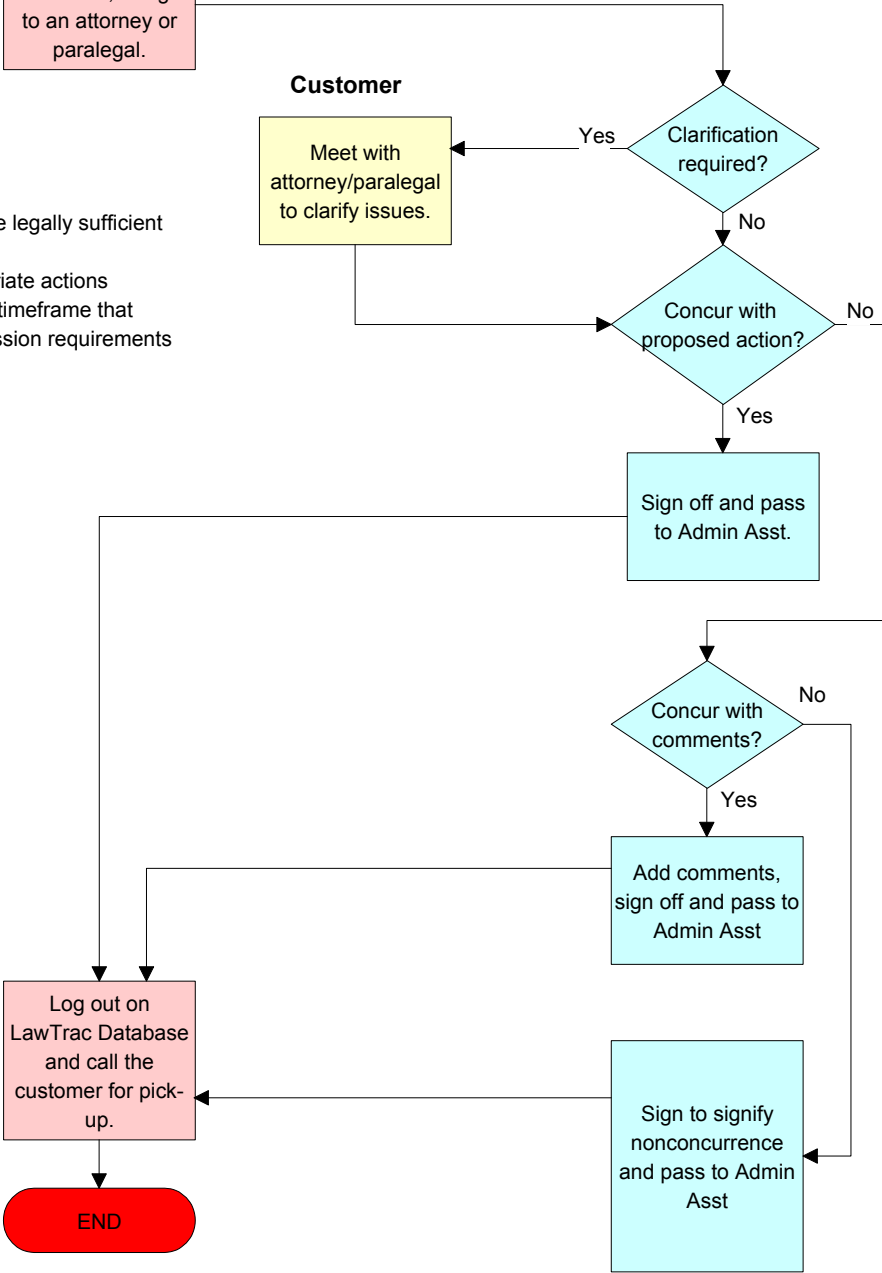
Attorney/Paralegal

Customer



- Objectives:
- to ensure that all documents are legally sufficient prior to release
 - to advise customers on appropriate actions
 - to provide accurate advice in a timeframe that enables the customer to meet mission requirements

Electronically Approved by:
Chief Counsel



TYPICAL ACTION ITEMS TRACKED IN THE OFFICE OF CHIEF COUNSEL

ACQUISITION:

Contract Award
Delivery Orders
Request for Proposals/Request for Offerors
JOFOC's
Modifications for Changes to Contracts
Source Selections
Leases
Deviations

GENERAL:

Congressional inquiries
Freedom of Information requests
Directives
Personnel issues
Security issues
Space Act Agreements (MOA/MOU/JRSA)
Real estate matters (leases, easements)
Travel issues, e.g., Reimbursable, Extension of Temporary Quarters
DFRC Exchange matters
Export Control matters
Post-Employment matters
Ethics issues
EO Policy matters
Recusal letters
Labor issues
Strike issues
Environmental issues
Community Outreach matters
OIG matters
Privacy Act matters
Litigations
Tort claims
Mishaps